



## **Tolowa Dee-ni' Nation**

### **Position Description**

**Title:** Administrative Assistant II

**Class:** Non-management

**Status:** Full-time

**Supervisor:** CFS DV Program Manager

**Effective Date:** March 2015

**Department:** (30) CFS

**FLSA:** Non-exempt

**Pay Grade:** III - IV (\$10.42 - \$16.91)

**Subordinates:** None

**Grant Funded:** Grant Based

#### **Position Summary:**

This position supports the Community and Family Services Department and the staff. Provides office services by implementing administrative systems, procedures, policies and monitoring administrative projects.

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, random, for-cause, and post-accident drug and alcohol testing.

#### **Essential Duties and Responsibilities:**

- Work in a confidential highly responsive relationship with management, staff and clients
- Prepare letters, presentations and reports
- Compile data from numerous sources produces summary reports as required
- Responsible to establish and maintain departmental files
- Responsible to receive and prioritize telephone calls and incoming mail
- Route mail and inquiries to proper personnel
- Maintain calendars and schedule appointments
- Arrange departmental meetings/conferences
- Prepare materials for departmental meetings
- Coordinate travel for departmental personnel
- Assist with tracking maintaining departmental budgets
- Provide backup to the Office Clerk and Program Technician
- Provide training to Tribal Citizens upon referral by other CFS Programs
- Manage CFS petty cash
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

#### **Minimum Qualifications:**

- High School diploma or equivalent (GED).
- One year relevant experience or specialized training.
- Computer skills: Competency in Microsoft Office Suite and other software/hardware associated with modern business offices.
- Effectively operate office equipment such as computer, fax machine, copy machine and voice mail system.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

**Language Skills:**

Ability to speak, read and write English fluently and have the ability to communicate effectively verbally and in writing.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**Certificates, Licenses, Registrations:**

Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

**Physical Demands:**

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 30 pounds and occasionally lift and/move 50 pounds.

**Vision Requirements:**

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

**Work Environment:**

Work is performed primarily in an office environment, with infrequent interactions at client's residence, other Tribal offices, schools or other private or public agencies. The work may involve a high level of interaction with Tribal members, their families and other professionals.

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_